

# S A N





Cancer Abstract Reporting Software

USER'S GUIDE

Texas Department of Health

Texas Cancer Registry

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#### INTRODUCTION TO SANDCRAB LITE

SANDCRAB (Statewide Algorithm aNd Database for Cancer Registration and ABatement) Lite is a cancer abstract reporting software designed to be used by institutions that report to the Texas Cancer Registry. It is a scaled down version of the SANDCRAB software that is used by the Texas Cancer Registry to process and store all reported cases. SANDCRAB Lite was developed by the Texas Cancer Registry to meet new state reporting requirements. The software has an abstract entry function with many features that facilitate the data entry process. Reference reports that can be displayed or printed are generated from the data entered. Using SANDCRAB Lite will improve registry data quality by incorporating standard edits that can be applied to the data prior to submission. This approach allows for resolution of problems at the data source. The software downloads entered cases to a diskette that is sent to the Texas Cancer Registry, eliminating any paper forms.

SANDCRAB Lite 4.0 system requirements are:

A 300MHz or Pentium based personal computer 32 MB or more RAM CD-ROM Drive Windows 95, Windows 98 or Windows NT 1.44 MB 3 1/2" floppy drive Approximately 20 MB (20,000,000 bytes) or more Free Hard Disk Space. This amount is only the amount needed to install the SANDCRAB Lite programs. Additional disk space will be needed as records are added to the database.

**NOTE:** Double sided/Double density 360K and 720K floppy diskettes are **not** acceptable.

As you use the software, you may find something doesn't work the way you think it should, or you may think of an enhancement, like a new report you would like added to the software. A copy of the **SANDCRAB Lite Software Change Request** is found in **Appendix B** on page 54 of this manual. Make a copy of this form and fill out your personal and hospital information and include a description of the software problem or enhancement. If you find an error in the software, describe the error and detail the steps you took to cause the problem. If you are requesting a software enhancement, describe the enhancement and mention how it will be used in your daily job. For instance, if you are requesting a new report, list the fields you want to see on the report and mention how often and for what purpose the report will be run. Mail or fax the completed form to us. All requests received will be evaluated and considered for future SANDCRAB Lite releases.

#### HELPFUL HINTS TO REMEMBER

#### **USEFUL REFERENCE MATERIALS**

The SANDCRAB Lite manual does not replace the Texas Department of Health, Texas Cancer Registry, <u>Cancer Reporting Handbook</u>. This manual was designed to be used in conjunction with the <u>Cancer Reporting Handbook</u>. Consult the April 2001 edition when entering cases for 2001 and beyond. Consult the April 2000 edition when entering cases for 1999 and 2000.

#### **ENTERING A PARTIAL RECORD**

When you attempt to save a record, any errors, which includes any required fields that were left blank, will be displayed in a "DATA ERROR SUMMARY" box. Selecting will bring up a box that prompts "Is this record complete?" Selecting will save the record as a "Partial" record. The record will have to be edited and all the required fields entered before the record will be included in the batch that is reported to the Texas Cancer Registry. Run a "Records Not Submitted" report to generate a list of all the cases that have been entered but have not been reported. Any "Partial" records will have a "P" displayed in the far left hand column. This report should be run periodically so that the "Partial" records can be identified and completed. A "PARTIAL" label will also be displayed at the top of the computer screen when that record is pulled up in Abstract Entry.

#### USING SANDCRAB LITE TO ENTER CASES FOR MULTIPLE HOSPITALS

When starting to add cases for a different hospital, change the Reporting Institution Number that appears by entering the current hospital number. This will only need to be done once. Additional cases entered will correctly default to the reporting institution number. The Hospital Data Report can be run for a specified hospital. If there are cases ready to be submitted for multiple institutions, the Submit Cases function will bring up a selection box prompting the user to choose the desired institution to run the list or do the submission for. The Records Not Submitted list will include all cases that have not been submitted for all hospitals. The cases for each hospital will be listed on separate pages of the report, with the hospital name included in the page heading. If the Reporting Institution Number for a record is blank or invalid, the record will be listed on the UNKNOWN FACILITY page of the report.

When submitting, remember to use a different diskette for each institution. You may use the same diskette to report multiple times for the same institution on the same day, as long as the disk is being used on the same computer.

# USING SANDCRAB LITE FOR ONE HOSPITAL ON MULTIPLE, STAND-ALONE COMPUTERS (NOT NETWORKED)

If SANDCRAB Lite is installed on more than one stand-alone computer to abstract cases for the same hospital, it is very important that each computer assigns registry numbers for each case that is not used by any other computer using SANDCRAB Lite.

If the computers are not networked, they do not communicate, so these numbers must be manually assigned by the coders using the software. Perhaps a registry number can be assigned to cases before they are entered, as they are assigned to the coders. Some hospitals choose to use all even registry numbers on one computer and all odd registry numbers on another computer. Another idea is to keep a log listing the next available number. The registry number default for each case can be edited if the default value is not the number that should be assigned to the case.

When submitting, remember to use a different diskette for each computer if the submission is being done on the same day. Using the same diskette for multiple submissions on the same day will overwrite the prior submission if the submissions are done on different computers.

#### HOSPITALS THAT USE COMMERCIAL SOFTWARE PACKAGES

If SANDCRAB Lite is used in hospitals where another commercial software package is used, to ensure that there will be no duplication of registry numbers, start with a high number, such as 199910001, instead of 199900001 for the hospital's first 1999 SANDCRAB Lite case.

#### SANDCRAB LITE INSTALLATION

- 1. If converting from SANDCRAB Lite 3.2 for Windows, perform the REPORT TO TEXAS CANCER REGISTRY function before uprgading to version 4.0 for Windows.
- 2. Make sure the ABSTRACT.DBF, ABSTRACT.CDX and ABSTRACT.FPT files are backed up. These files should be in the C:\SCLWIN32\DBFS directory for 3.2 users.
- 3. Click the "START" button, usually on the lower left-hand side of your screen.
- 4. Highlight the "RUN" menu choice.
- 5. When the "RUN" dialog is displayed, you can browse to the setup.exe, which is on your installation CD. This will probably be D:\SCL4\ on most systems. As an alternative, you can type in the text box beside the word "open" E:\SCL4\setup.exe. Remember to replace the E: or D: with the letter of your CD-ROM drive.
- 6. The install will start. You can usally take all of the defaults and get SCL installed. The one screen that may cause confusion is the last one, just before the installation begins. You need to click on the button that has a picture of a computer on it.
- 7. After the installation is complete, SANDCRAB Lite 3.2 users must to run a conversion program to convert the old ABSTRACT files to the new format. New users can skip to step 9. For current SANDCRAB Lite users, in **Windows 9.x**, select **Start**, **Programs**, then **Windows Explorer**. Using your mouse, open the folder **C:\SCL**. If the default location where the SANDCRAB Lite 3.2 software resides has

been changed, make sure you know where that directory path is. Double-click on the **CONVERT.EXE** file. This will start the conversion program.

- 8. The first long box in the conversion screen will display the path to the old data files, which defaults to **C:\SCLWIN32\DBFS**. The second long box in the conversion screen will display the path to the new data files, which defaults to **C:\SCL\DBFS** (if installed on a stand-alone computer). If the locations for any of the data files for the old or new SANDCRAB Lite installations have been changed, be sure to modify the path of the location of the SANDCRAB Lite 3.2 files on the SCL Conversion screen. To continue with the conversion, choose
- 9. The message "Abstract file is converted!" is displayed once the files are converted.
- 10. A message that displays the number of records converted will pop up and the conversion program will close.

After the install, if you take the default install directory, you will have a C:\SCL folder/directory on your hard drive. You can create a shortcut on your desktop by:

- 1. Use your Windows Explorer and display the C:\SCL directory.
- 2. In the SCL directory will be a sandlite file. If you have your computer set to display extensions, you will see the full name which is sandlite.exe.
- 3. Right click on the sandlite file and select the menu choice of "Create Shortcut".
- 4. When the shortcut is created, it will be highlighted. Right click and choose the "Cut" menu choice.
- 5. Close, or minimize, the Windows Explorer.
- 6. Choose an empty spot on your desktop, right click, and choose the "Paste" menu choice.

This will give you a shortcut which you can use to start the application. You can change the icon to the one in the SCL directory or leave it as a fox. (It won't affect the application).

To change the icon:

- 1. Right click on the shortcut you created.
- 2. Select the "Properties" menu choice.

- 3. Click on the "Shortcut" tab.
- 4. Click on the "Change Icon" button.
- 5. When the "Change Icon" window comes up, click on the "Browse" button.
- 6. Browse to the C:\SCL directory and choose the sandcrab file. If you have your system set to view extensions, this will be sandcrab.ico.
- 7. With the sandcrab.ico file selected, click on the "Open" button.
- 8. Click on the "OK" button.
- 9. Click on the "Apply", then "OK" buttons back on the "Change Icon" dialog. You should now have the new icon.

#### **INSTALLING SANDCRAB Lite VERSION 4.0 ON A NETWORK**

If SCL will be installed for use by multiple users, someone familiar with the facility's network will be required.

- 1. Perform the normal install on the first workstation.
- 2. After the first install is finished, use Windows Explorer and cut the "DBFS" folder. This will be in the SCL folder if the default installation is used.
- 3. Paste this folder on the network, where the users will be working. If the table is to be shared, this will be a common directory where the users have access rights.
- 4. When you run the application for the first time, since it cannot find the "DBFS" folder, a locate file box will come up, asking you to locate the "CONFIG.DBF" table.
- 5. Indicate by picking the drive and folder location, where the "CONFIG.DBF" is on your network.
- 6. After this, you will not see the locate file box again, unless the tables are moved or the workstation has lost it's network connection for some reason.
- 7. If other workstations are going to be using the application, perform the install, but delete the "DBFS" folder.
- 8. The locate file box will come up the first time you run the application on each workstation. Follow step 5 for each station.
- 9. Repeat steps 7 and 8 for each workstation.

#### **CONVERSION ERRORS**

# CONVERT COULD NOT FIND C:\SCLWIN32\DBFS\ABSTRACT.DBF. TRY AGAIN

After starting the conversion program, if the error, "CONVERT COULD NOT FIND C:\SCLWIN32\DBFS\ABSTRACT.DBF. TRY AGAIN" displays, this means that one or more of the following sets of files exists on the computer:

C:\ABSTRACT.\* or C:\SCLWIN32\ABSTRACT.\*

All data files should only be located in the C:\SCLWIN32\DBFS for 3.2 users, not the C:\ or C:\SCLWIN32, but these files somehow became improperly located.

If this error message is displayed, call the Texas Cancer Registry and someone there can help you locate the duplicate files. Unless the two sets of files are exactly the same, the data files may have to be sent to the Texas Cancer Registry. The files will be examined and it can be determined which files need to be kept on the SANDCRAB Lite system and which files need to be deleted. In most cases, the files with the most recent dates should be kept. If the files with the most recent dates are not in the C:\SCLWIN32\DBFS directory (3.2 users), make a backup of the ABSTRACT.\* files in this directory. Once a backup has been made, the most recently dated ABSTRACT.\* files from the C:\ or C:\SCLWIN32 \DBFS directory can be copied to the C:\SCLWIN32\DBFS directory (3.2 users). Once the correct files have been copied to the C:\SCLWIN32\DBFS directory (3.2 users), the files from C:\ and/or C:\SCLWIN32 must be deleted.

Remember, if you are using v3.1 or less, you cannot upgrade or convert to 4.0.

# **HOW TO START AND EXIT SANDCRAB LITE**

#### STARTING SANDCRAB LITE

If using Windows 95 or Windows 98, click on START and go to PROGRAMS, SANDCRAB Lite (user defines during installation) and then SANDCRAB LITE 4.0. If you have a SANDCRAB Lite Icon setup on your desktop, then double-click on it.

Depending on the type of processor your computer has, it may take a few moments for the SANDCRAB Lite screen to appear. If the screen displays too small, the screen resolution may be changed to increase the screen size. To change the screen resolution in Windows 95 or Windows 98, position the mouse on a blank area on the desktop and click on the right mouse button. A gray menu box, listing 7 items, should display. Select Properties, the last item listed. Next, select the "Settings" tab. In the desktop area section, move the lever to the far left, towards the "Less" label, so that the description changes to "800 by 600 pixels". Click on the button to save the changes.

On some computers, the computer may have to be re-started before the changes take effect.

#### **EXITING SANDCRAB LITE**

Exit SANDCRAB Lite by selecting the Exit button.

#### **EMERGENCY EXIT COMBINATION**

can be used to get out of the SANDCRAB Lite software without corrupting any files in the occurrence of a lock-up. After this combination is performed, a Close Program box will appear, click on the button, wait a few seconds, click on the button again.

#### MOVING BETWEEN MENUS IN SANDCRAB LITE

# **USING A MOUSE WITH SANDCRAB Lite**

Move the mouse pointer to the desired menu or menu item and click the left mouse button to open a menu or activate a menu item. Click on Entry/Reports menu to get out of SANDCRAB Lite.

# **MENUS IN SANDCRAB LITE**

The welcome logo screen has two menus tab titles: Data Entry/Reports and Maintenance/Setup. See **Figure 1**.



Figure 1. SANDCRAB Lite Screen and Menus.

#### **DATA ENTRY/REPORTS**

The DATA ENTRY/REPORTS menu contains the Submit Cases function, Data Entry function, Update Zip Code function, Reports, and the Exit option for SANDCRAB Lite. (See **Figure 1 above**.)

#### **SUBMIT CASES**

This option allows the user to report cases to the Texas Cancer Registry on a monthly basis. The cases are copied to a floppy diskette. The user then sends the diskette to the Texas Cancer Registry for further processing. Reporting can be done less frequently for those hospitals with few cases. Your institution should follow steps 1 through 6 below to submit your cases to the state on a monthly or as needed basis.

- 1. Click on the Submit Cases push button. If your SANDCRAB Lite is installed on the network, this can be done from any computer workstation.
- 2. Select the directory to copy your files (usually A:\). See Figure 2.



Figure 2. Select a Directory

- 3. Insert a blank, formatted diskette in the computer's A: drive, then click on the button. The same disk may be used to report multiple times in a single day for the same hospital if the same computer is used. If hospital 234 reports for the first time on April 10, 2001, the files will be named 23404101.DBF and 23404101.FPT. If the same hospital reports a second time on October 10, 1999, the files will be named 2340410A.DBF and 2340410A.FPT. If a report is done a third time on the same computer on the same day, the files will be named 2340410B.DBF and 2340410B.FPT. The report can be done on the same computer up to 27 times, using letters A through Z. Reporting more than 27 times a day will cause errors. If a report is attempted using the same disk on the same day for the same hospital on non-networked computers, any previous report files will be overwritten without warning.
- 4. A report listing the cases that will be included in the submission will be displayed. Pressing will give you the option to view the cases being reported. To print the report, exit the preview screen, and when prompted with "Send report to printer?", click Yes.
- 5. If Yes is chosen to report the cases, the program will copy the necessary files to the diskette, and will save a copy of the files to your computer's hard drive in C:\SCL\Reported (if installed on a stand-alone computer). When the files have been copied, the message "A:\23410109.dbf was created with xx records, a backup is located in C:\SCL\Reported, click on the "OK" button to complete the process" will display.
- 6. When the process is complete, fill out a copy of a **Transmittal Form**, like you did when submitting hand-coded forms. Enclose a completed **Transmittal Form** and the listing of submitted cases, with the diskette, and mail it to:

Texas Department of Health Cancer Registry Division – SANDCRAB Lite 1100 West 49<sup>th</sup> Street Austin, Texas 78756

#### **DATA ENTRY**

The Data Entry push button will allow the input of cancer incidence data. From the SANDCRAB Lite Welcome Logo Screen click on the "Data Entry" push button. The SANDCRAB Lite data entry form screen 1 will appear. See **Figure 3** below.

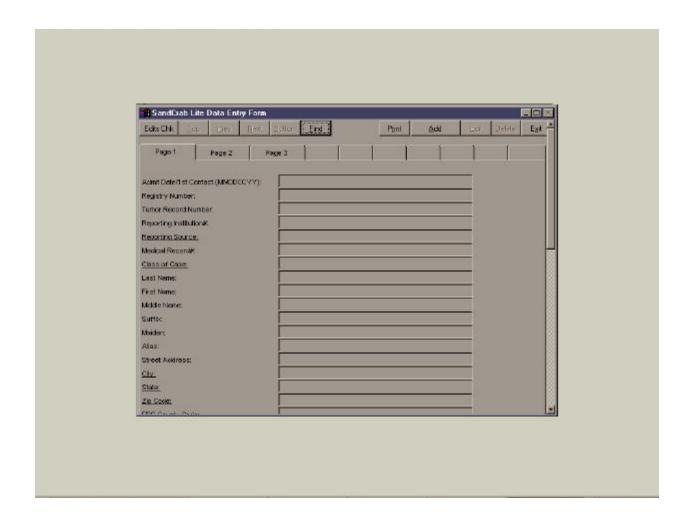


Figure 3. Data Entry Push Button Screen

The SCL Data Entry Form input screen looks similar to the standard paper form and includes identical fields. The Data Entry screen can contain 3 or 7 screens (user preference) and will also allow a user to print, view, edit or delete an existing cancer patient record. See **Figure 4** below.

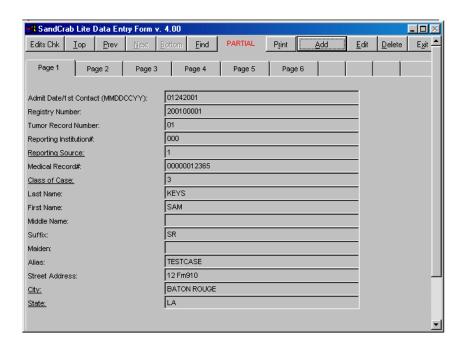


Figure 4. Data Entry Screen w/6 Tabs

**NOTE:** A new SANDCRAB Lite user, who has already submitted paper abstracts for the year that you will begin entering cases, must type over the registry number default value when you enter the first case in SANDCRAB Lite DATA ENTRY. The first four digits of a Registry Number correspond to the Date of Admission year and century. If your hospital has already submitted 10 1999 cancer cases on forms to the Texas Cancer Registry, you should overwrite the Registry Number default and type in "199900011", for the first 1999 case entered in SANDCRAB Lite. User should contact TCR for the starting registry number.

#### **DEFAULTING REGISTRY NUMBER FEATURE**

The first 4 digits that default for the Registry Number will be the same as the year of admission. The SANDCRAB Lite program will keep track of the last number entered for multiple years. For example, if you used SANDCRAB Lite to enter 150 of your 1999 cases, assigning Registry Numbers 199900001 to 199900150 to these cases. You have started entering 2000 cases, and have entered 10 2000 cases already, assigning Registry Numbers 200000001 to 200000010 to these cases. You run across another

1999 case after entering the 2000 cases, enter "1999" as the Date of Admission year. The Registry number will automatically default to the next available 1999 Registry Number, which in this case is 199900151.

#### **ENTERING A MULTIPLE PRIMARY**

If a patient's first primary cancer was not entered into SANDCRAB Lite, contact the Texas Cancer Registry for the correct registry number and tumor record number. Complete the abstract as usual.

If the first primary was entered into SANDCRAB Lite, enter the date of admission for the second primary. When prompted with "Assign a new registry number?", click enter the registry number for the first primary. When prompted with "Registry number already exists, start a new multiple?" Click expenses the first primary. The tumor record number and demographics are imported onto your abstract from the first primary. Complete the remaining fields as usual for the multiple primary.

**NOTE:** Any time the user is in the or functions, to toggle between pages, of the SandCrab Data Entry form, the mouse can be used by <clicking> once on the tab pages or use the key to get to the desired position. See **Figure 5** for page 2 of the SandCrab Lite Data Entry Form.

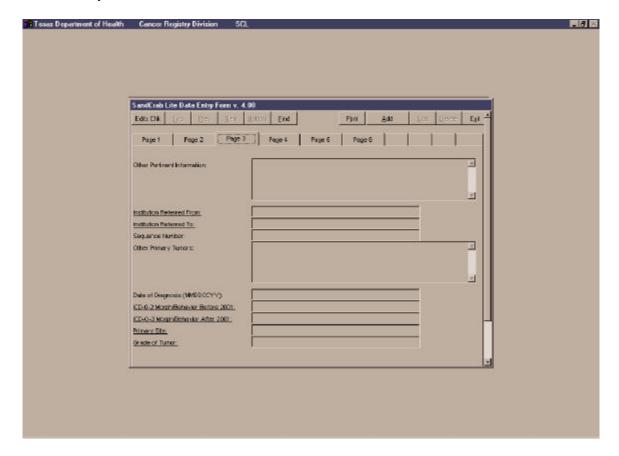
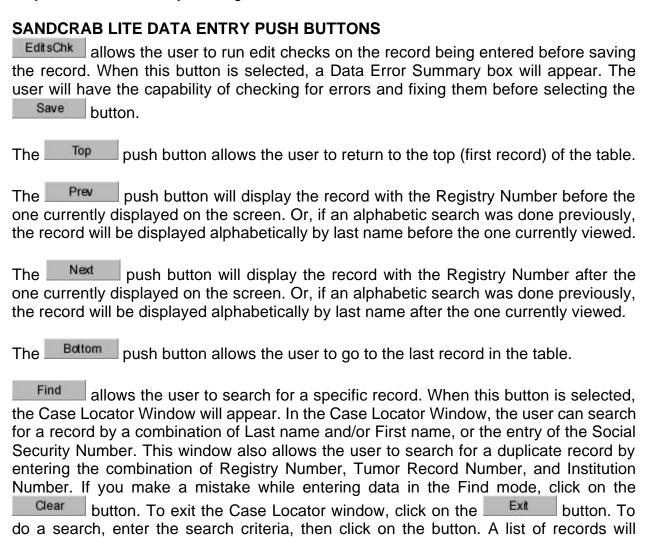


Figure 5. Data Entry Menu, p. 2

In the SANDCRAB Lite Data Entry Form screen, the row of buttons at the top of the abstract form on all pages displays the possible options the user can select. The user may select a function by clicking on the desired button.



appear with the requested record highlighted. Press the

record. See Figure 6 Case Locator Window.

key to access the

Esc

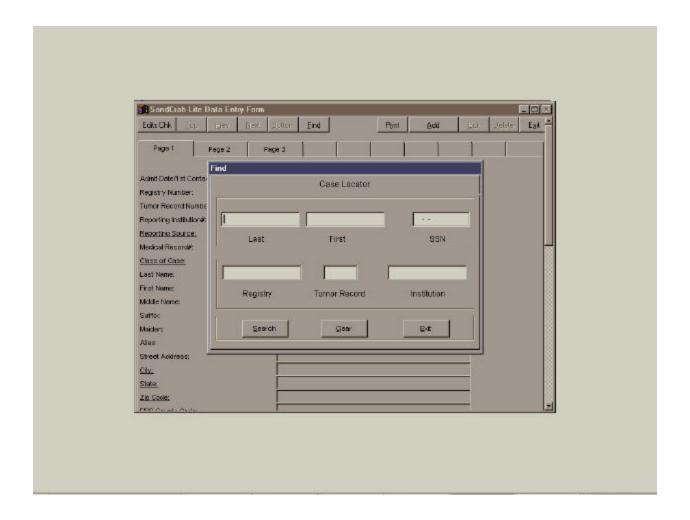


Figure 6. Case Locator Window.

The Print button contains a Preview, Print and Cancel option. Selecting the Preview button will allow the user to preview or print an abstract record. If the Preview option is selected, the first page of the abstract will first be displayed, then you will have the option to print or view it. Selecting the Print button will send page 1 of the abstract report to a printer. Once the first page is printed, page 2 will appear for viewing and/or printing. A close-up view is also available for viewing. Selecting the Print button will send all of the abstract to the printer (without previewing). Selecting the Cancel button will return the user back to the data entry form. See **Figure 7**.

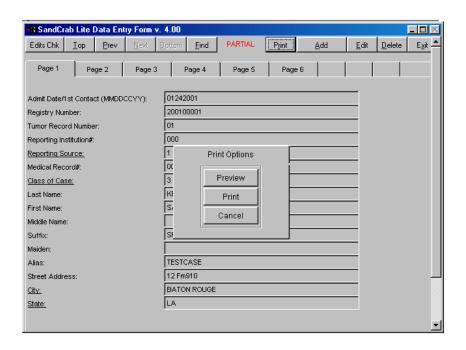


Figure 7. Print Options.

allows the user to add a new record to the table. After selecting this function, a blank SandCrab Lite Data Entry form will be displayed. Remember, there are now 3 or 6 screens to enter data for (depending on user preference). Enter the patient's information on all screens.

The Edit button allows the user to edit and make changes to the record currently shown on screen.

The Delete button is used to delete a record from the table. When this push button is selected, the word "Deleted" will be displayed at the top of the record. A record can be "Undeleted" by clicking on the visible, a "Pack" will need to be performed. See Maintenance/Setup Menu, Pack/Reindex Tables page 25.

The Exit button takes the user back to the SANDCRAB Lite screen.

#### **SAVING PARTIAL RECORDS**

If you do not have all the information to complete a record, and want to go back and complete it later, you can save it as an Incomplete, or "Partial", record. Partial records will not be included when doing the Submit Cases to Texas Cancer Registry data button, you will be asked "Is this case submission. When you select the is selected, the record will be saved as a "Partial" record and must be completed before it will be reported to the state. If there are any missing or invalid field entries, the Data Error Summary box will display the messages. If there are several error messages, use the mouse to click on the vertical bar with the triangles and diamond to scroll through all the messages. To exit the Data Error Summary Box click at the upper right-hand corner of the box. If is selected, the record will be saved and the word "Partial" will display at the top of the record. Run a Hospital Data Report selecting the "PARTIAL cases only" option to see all records that have not yet been completed or submitted. Any record where a "P" is shown in the far left hand column must be completed before it will be submitted.

#### MOVING WITHIN THE ADD SCREEN

Moving between and within screens in SANDCRAB Lite version 4.0 for Windows is most easily accomplished with the help will not function when you are in ABSTRACT ENTRY. You must use the help key.

**Note:** If the screen entry cursor is within a required field when attempting to execute one of the following commands, the required field must first be entered before the command will be executed.

Move from one entry field to another with the Tab key.

To move to a previous entry field, Tab while holding down Shift, or mouse click.

Move to screen 2 from screen 1 with a mouse click, or use the PageUp key.

Move to other pages using the mouse, the PageUp and/or PageDown keys.

## ADD SCREEN FEATURES AND FUNCTIONALITY

SANDCRAB Lite contains features to facilitate the data entry process. Some of these features are:

# **SELECTION POP-UP BOXES (LOOK-UP CODES)**

Some of the entry fields have selection pop-up boxes that display all the valid inputs for the field. **Underlined fields** will contain selection (look-up codes) pop-up boxes. If a field must be entered before an abstract can be added to the table, a data error box will automatically be displayed when tabbing through the field. Click on the button to return to that field. Right-click will open the selection pop-up box. Use the up

and down arrow keys to move through the selection pop-up box. To select a highlighted item, press the key. The selection pop-up box will be disabled and the selected item will appear in the field. To activate a Selection Pop-up Box for a non-empty entry field, delete all or part of the entry, like the first digit of the 3 digit Reporting Institution Number field, then using your mouse, right-click. Using this kind of procedure will cause the Selection Pop-up box to display. The following fields have selection pop-up boxes (look-up codes) available: Type of Reporting Source, Class of Case, City, Zip Code, Place of Birth, Race 1, Race 2, Race 3, Race 4, Race 5, Spanish/Hispanic Origin, Sex, Marital Status at Diagnosis, Institution Referred From, Institution Referred To, Grade of Tumor, Laterality, Diagnostic Confirmation, Regional Lymph Nodes Positive, Regional Lymph Nodes Examined, Type of Treatment fields(except Surgery), Reason No Rx, and Vital Status.

The Selection pop-up boxes contain look-up codes which can be helpful if a hospital is a tumor registry and code the cases they submit. Using your mouse, right-click Morphology Type & Behavior field or the Primary Site field will bring up a Select Search Method Box. The user can search by **ICD-O code index** or by **key word/phrase**. The search type default is by **ICD-O code index**. Search type can also be changed to be by **Key word/phrases**. When searching by key word/phrases, a key word or phrase, like "SKIN" or "KIDNEY" must be entered. After all the options have been selected, select OK.

A pop-up box, containing valid look-up codes, will appear.

#### **MEMO FIELDS**

Memo fields have room for more than one line of text to be entered. Some memo fields **cannot** be left blank. These memo fields are Usual Occupation and Industry, Final Diagnosis, Summary Stage Documentation, Treatment Documentation, and Other Primary Tumors **(only if sequence number >00)**. These fields allow you to enter and store more information than can be displayed on the entry form. After all the text lines for the box have been entered, press the key to move to the next field.

 Instructional, warning, and error messages box will be displayed in the middle of the computer screen. Depending on the message type, these messages will go away once another key is pressed, or a valid field input is made.

#### **EDITING A PREVIOUSLY SUBMITTED RECORD**

You can edit any field in the record, and the updated record will be included the next time a Submit Cases is done. When an edited record is pulled up, "COMPLETED" will displayed on the top of the screen. Once the completed record is submitted, the displayed label on the top of the record will read "SUBMITTED".

#### PUSH BUTTONS AVAILABLE WITHIN THE ADD/EDIT MODE

There are three push buttons available within the Add/Edit Mode:

allows the user to run edit checks on a record being entered before saving it. When this button is selected, a Data Error Summary box will appear. The user will have the capability of checking for errors and fixing them before selecting the Save button.

The Revert button allows the user to revert/clear/abort entered data.

# **UPDATE ZIP CODES**

This option allows a hospital to personalize their SANDCRAB Lite zip code table so that they can enter an abstract with those zip codes that are unique to their hospital location and were not included in the original SANDCRAB Lite zip code file. See **Figure 8**.

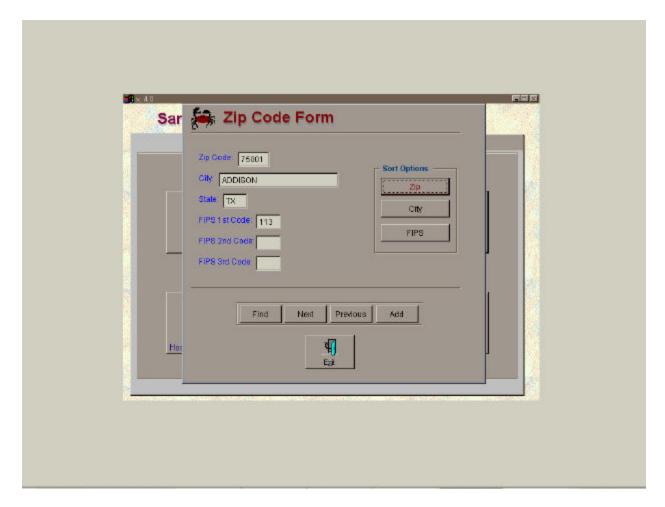


Figure 8. Update Zip Code Screen.

A zip code can be added when SANDCRAB Lite defaults the entered city name and zip code. For example, North Richland Hills, with zip code 76180, defaults to Fort Worth as the city name. Before adding or changing a zip code record, look in Appendix A on pages 44 through 51, and see if the city that needs to be entered has an alias. If the city is listed, you can use the alias when entering the case in SANDCRAB Lite.

If the city has no alias or you would prefer to add or edit the zip code table, access the Zip Codes option from the Maintenance/Setup menu.

Add a new zip code by choosing the Add option. Enter the 5-digit zip code, the City name, and the 2 letter state abbreviation. If the county for the zip code is known, the Texas FIPS county code can be looked up in Appendix D, page D-i of the April 2001 Cancer Reporting Handbook. Contact the Texas Cancer Registry for the correct FIPS county code if the county is unknown. Save the new record by choosing the option. To edit your entry, type over the previous entered data, then click on the button.

The Find option can be used to bring up a zip code record to be viewed or edited. A Selection Pop-up box listing all the zip codes will be displayed. You have the option of searching by zip code, city, or FIPS county code. Use the arrow keys or Page Down keys to highlight the record you want to edit. To edit your entry, type over the entered data, then click on the Exit button.

Pressing Esc , when the desired zip code entry is highlighted, will display that record on the Zip Code Screen.

If a zip code already exists, check the alias list in Appendix A of the SANDCRAB Lite user's guide on pages 35 through 38. If an alias exists for the city you want to use, the alias can be used when entering the case in Data Entry. You can also add the same zip code with a different city.

The Prev and Next options are used to display the different zip code records on the screen.

Exit is used to return to the SANDCRAB Lite Data Entry/Reports screen.

#### **HOSPITAL DATA REPORTS**

This function allows user to run various reports that can be generated by SANDCRAB Lite. These reports can be generated using various output orders: ALL cases, PARTIAL cases only, COMPLETED cases not submitted, SUBMITTED cases only, and DELETED cases only. They can be sorted by Registry Number, Patient Name, and/or Abstractor Initials. See **Figure 9**.



Figure 9. Hospital Data Report Screen.

NOTE: A indicates a pull-down menu for further options.

Follow these steps to run the Hospital Data Rpt:

- 1. Click on the Hospital Data Report button.
- 2. Fill in the Filters information to customize the report output.

#### **ENTER FACILITY ID**

• Enter the three digit ID number for your hospital, or if cases from more than one hospital have been entered in SANDCRAB Lite, enter the three digit ID number for the hospital you want to run the report for. For all hospitals, select ALL.

# ENTER BEGINNING ABSTRACT, DIAGNOSTIC, ADMISSION, or SUBMISSION

- Beginning Abstract allows user to sort by Date Abstracted.
- Beginning Diagnostic allows user to sort by Diagnosis Date.
- Beginning Admission allows user to sort by Date of Admission.
- Beginning Submission allows user to sort by Date of SCL submission.

# **ENTER STARTING DATE (MMDDCCYY)**

• Enter the beginning date to include on the report. For example, enter "01/01/1999" if you want to include records beginning in January 1,1999.

# **ENTER ENDING DATE (MMDDCCYY)**

- Enter the ending date to include on the report. For example, enter "12/31/1999" if you want to include records ending December 31, 1999.
- 3. Indicate what kind of cases you want included in your report. Available options:
  - ALL cases allow user to print ALL cases in table.
  - PARTIAL cases only allows user to print cases that are marked partial.
  - COMPLETED cases, not submitted allows user to print cases that are completed but have not been submitted.
  - SUBMITTED cases only allows user to print all cases that have been submitted to Texas Cancer Registry.
  - DELETED cases only allows user to print cases that have been marked as deleted. (NOTE: after performing the Pack/Reindex function, these cases will no longer be visible).
- 4. Select the Sort Order the report will be in. All orders cannot be selected at the same time. Click on the circle that is displayed to the left of the order description. The circle will fill in to indicate that the order has been selected.

#### **REGISTRY ORDER**

Allows user to view/print report in Registry Number order.

#### PATIENT NAME ORDER

Allows user to view/print report by Patient Name order.

#### **ABSTRACTOR ORDER**

Allows user to view/print report by Abstractor Initials.

# HOW TO VIEW HOSPITAL DATA REPORT ON SCREEN

After entering the Hospital ID, Beginning option, Starting and Ending Date, Cases to include, and Sort Order, click on Preview to generate and view the report on screen.

#### MAINTENANCE/SETUP MENU

The Maintenance/Setup menu contains the pack/reindex tables function, security setup function, change path setup function, backup files function, user preferences function and the field setup function. See **Figure 10**.



Figure 10. Maintenance Setup Menu.

#### PACK/RE-INDEX TABLES

This option allows the user to remove records that are marked as "Deleted" from the table. This option also allows users to create a new index table. Pack/Re-Indexing your table should be performed periodically. This will allow the case locator function to perform at an optimum level.

When this option is selected, a box will display and ask "All users must be out of the system to perform this operation. Continue?" (If SCL is installed on a network, all users must be out of the system). Selecting will begin the process. Once the program has completed, you will see the word "Finished...", and you will be returned to the Maintenance/Setup menu.



Figure 11. Pack/Re-Index Screen.

#### **SECURITY SETUP**

This function is used only if SANDCRAB Lite is installed in a Network environment. The Security Setup allows the System Administrator or someone who is familiar with the hospital network environment, to add, delete, and/or change the user's rights. See **Figure 12**.



Figure 12. Security Setup Screen.

# PATH CONFIGURATION SETUP

This function is used only if SANDCRAB Lite is installed in a Network environment. The Path Setup allows the System Administrator or someone who is familiar with the hospital network environment, to modify the path configuration setup screen. See **Figure 13**. The path setup is where all local tables (NACRSTR.DBF, CONFIG.DBF, SECURITY.DBF, HOSPITAL.DBF, etc.) are located. It also identifies the path to the NAACCR Meta file (TCR Edits).



Figure 13. Path Configuration Setup Screen.

#### **BACKUP FILES**

This option allows the user to safely backup their data tables to a floppy disk, hard drive, or network drive. See Figure 14.

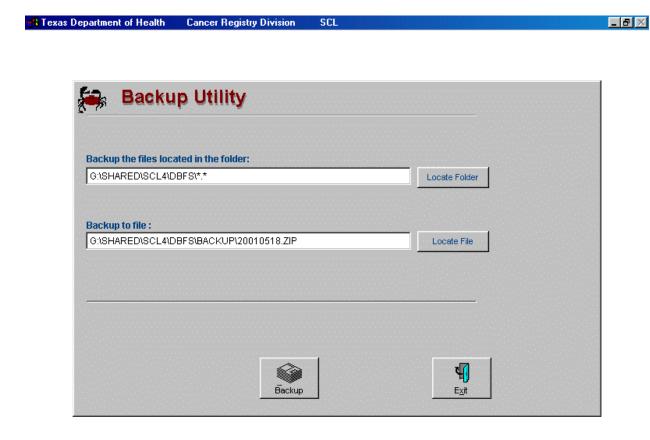


Figure 14. Backup Files Screen

Keep a daily backup of the SANDCRAB Lite data files to ensure that the data can be restored in the case of data file corruption or computer hard disk failure. All the files in the C:\SCL\DBFS and C:\SCL\REPORTED (if installed on a stand-alone computer) directories need to be backed up. The backup can be done with a tape backup system, outside vendor backup software, or with diskettes and the backup utility that comes with Windows 95 or Windows 98. Contact someone in the hospital's information services or computer department to determine the best backup procedure to use.

If the hospital does not have its own backup procedures or software, do a backup using the "Backup Files" option under the Maintanence/Setup menu in SANDCRAB Lite. A backup should be done at the end of the day after adding or changing cases.

Get a set of at least three blank, formatted diskettes to use on a rotating basis. Label the diskettes SANDCRAB Lite Backup Disk 1, Backup Disk 2, etc. Place one of the disks in the computer's floppy disk drive. If your software is installed on a network, then specify the path accordingly. See page 7, Installing SANDCRAB Lite verion 4.0 on a Network.

Click on the "Backup Files" button.

A Backup Utility box will appear. If your software is installed on a stand-alone computer, the default for the "Backup the files located in the folder" will be C:\SCL\DBFS\\*.\*. If your Locate Folder and set the path accordingly. software is installed on a network, click on The Backup Utility defaults to copy your backup files to your hard drive (C:\SCL\DBFS\20010511.ZIP). To copy your backup files to the A:drive, click Locate Files . Select the A:drive, then click on Select . Click on the backup button to start the process. A box will appear with "Please insert the first backup diskette!" If the OK If your data files backup diskette is placed in the computer's A:drive, select OK are large, you will be prompted to insert disk 2. Click on to continue the backup. The message "OPERATION COMPLETED SUCCESSFULLY" will display when the backup is finished. Click . To exit the Backup Utility function, click . The disk should contain a date file similar to this: 20010511.ZIP. This number represents the year, month and day the backup was created. Think of this file as a set of "folders" that can contain numerous paper abstracts. The .ZIP means that the file is compressed to take up less memory.

After the backup is done, take the diskette out of the drive and write the current date on the label. This will allow the most recent backup to be located if needed.

#### **USER PREFERENCES**

This function allows the user to select the number of data entry screens. See Figure 15.

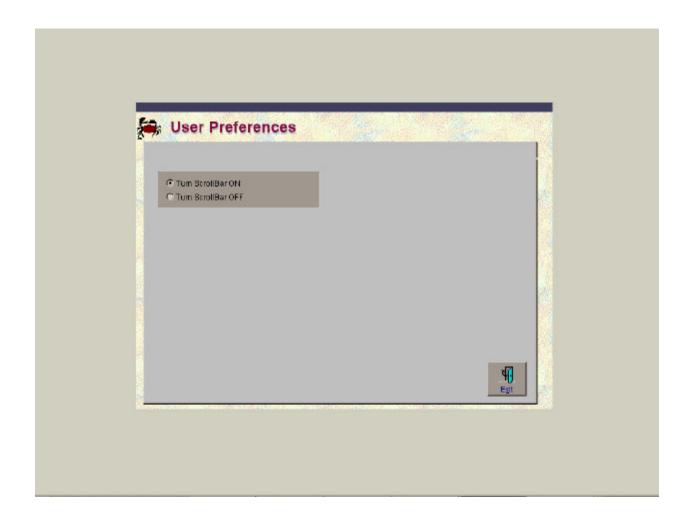


Figure 15. User Preferences Screen.

A user will have the option of viewing three or six data entry screens. To change the number of data entry screens, click on the User Preferences button. To view six data entry screens without scrolling, select the "Turn ScrollBar OFF". This will allow the user to view all fields within a page without having to use the scroll bar.

To view three data entry screens, select the "Turn ScrollBar ON". This will allow the user to data enter three screens, but will need to use the scroll bar to view all fields.

# **FIELD SETUP**

Before entering this function, your computer resolution settings will need to be changed. Change your settings to 1024 x 768 pixels (see page 9 for detailed instructions). This function allows you to change the way the fields in the Data Entry Screen are viewed. See **Figure 16**. For example, a Tumor Registry hospital enters their non-analytic cases

(class of case 3) in SANDCRAB Lite, the Class of Case can be arranged to default to "3" in the Field Setup function. You can also change the order in which the fields are viewed in the Data Entry screen. For example, a hospital may choose to enter the Med. Rec number and Date of Admin/1<sup>st</sup> Contact, then Registry Number. In the Field Setup, Medical Record Number would be entered as "1", Date of Admin/1<sup>st</sup> Contact would be entered as "2" and Registry Number would be entered as "3".

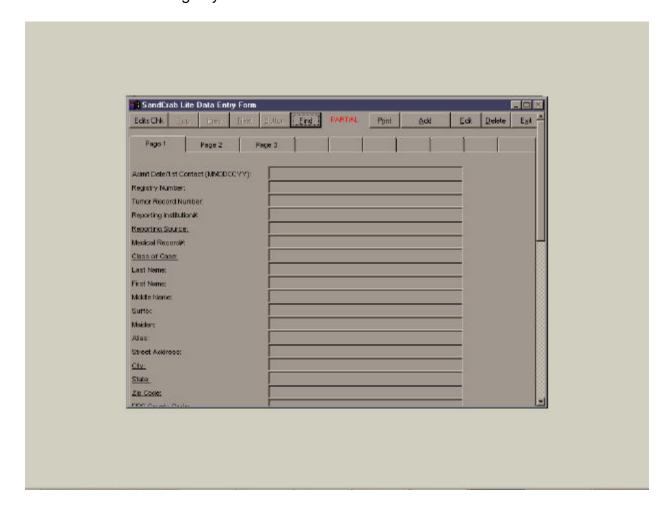


Figure 16. Field Setup Screen.

**NOTE:** Keep in mind that the data entry screen follows the same order as the paper abstract form and the Texas Cancer Registry Reporting Handbook.

#### INSTRUCTIONS FOR RE-SUBMITTING DATA

If a diskette gets lost in the mail or damaged, it will be necessary for files to be resubmitted to the Texas Cancer Registry. Copies of the files sent to the Cancer Registry can be found in the directory C:\SCL\REPORTED (if installed on the network, files will be copied to network drive). The first 3 digits of a file name are the same as the reporting Institution Number. Digits 4 through 8 of the file name correspond

to the date the file was created. For example, the file **23410109.DBF** is a file for Reporting Institution **"234"** from **October 10, 1999**. If the Cancer Registry asks Reporting Institution **561** to re-send its files submitted on **January 25, 1999**, the following command needs to be typed after inserting a blank, formatted diskette in Drive A:

#### COPY C:\SCL\REPORTED\56101259.\* A:

followed by the Enter key.

Two files will be copied to the diskette in drive A:, 56101259.DBF and 56101259.FPT.

# MODEM SUBMISSION PROCEDURES Texas Cancer Registry

#### **OVERVIEW**

The Texas Cancer Registry's Bulletin Board System (BBS) has been available for over a year now. It has twelve active users that routinely connect and transmit case reports.

To use this system you will need a modem with a transfer speed of least 14.4bps, and a communication program installed on your computer that is properly configured. Depending on what type of computer operating system you are using, a communication package may already be included. HyperTerminal is included with Windows 95/98. In addition to these, Procomm, Procomm Plus, Qmodem, PCAnywhere or Reach Out will work. Each communications package will vary in the specific steps to set up for transmitting files.

#### STEPS TO CONNECT

You will be selecting a protocol on the TCR Interactive system and then transmitting with the same protocol from your software. The specific steps for transmitting using HyperTerminal, which is supplied with Windows 95/98, are as follows:

- 1. Start HyperTerminal by using the task bar. Click the start button, move up to programs, then over to accessories and down to HyperTerminal.
- **2.** From the HyperTerminal group, double-click on the icon named HyperTerm.exe.
- **3.** When the HyperTerminal screen starts you will need to start by entering the name of the connection and choosing an icon.
- **4.** HyperTerminal will display another screen titled "Connect to" where you will need to enter the TCR Interactive phone number (512-458-7258). Your modem information should be displayed in the "Connect Using" drop-down list.

- **5.** Another screen may be displayed where you can enter your communications properties. This is where you enter your modem speed and communications settings: N-8-1 (no parity 8 data bits 1 stop bit).
- **6.** Another screen labeled "Connect" will be displayed. If the information on this screen looks correct click the Dial button.
- 7. When you finish this screen, your modem should start dialing and you should get the opening screens for our TCR Interactive system.
- 8. Once you dial into TCR Interactive, it will ask you for an account id. Use your complete hospital name for the account id. Then you will be prompted for a password. Enter a password that you will remember. You will need it and your account id next time you connect to TCR Interactive. If you forget your password, you may call TCR data management to get it changed to a new one.
- 9. You have upload access upon your first successful login to the TCR Interactive system. When you actually invoke the upload transmission, you will need to select a protocol to use. In HyperTerminal, click on the Transfer menu choice and choose Send File. You will then enter the file name and communications protocol in another screen. This protocol is actually how your modem sends the data. The best one to use is Zmodem (if your communication software supports it), as this is the best compression and error checking to ensure that your data transmits flawlessly. If your communication software does not support Zmodem, you may use another protocol that is supported by TCR Interactive and your communications package. Ymodem and Xmodem are other popular modem transfer protocols.
- **10.** When you click on send you should see another screen that will show the status of your transmission.
- **11.** When the transmission is complete, you can quit the TCR Interactive system and shut down HyperTerminal.

If you require any additional assistance, you are encouraged to call TCR Data Management at 512-458-7523, 1-800-252-8059, or send an email to <a href="mailto:support@crd.tdh.state.tx.us">support@crd.tdh.state.tx.us</a>.

#### INTERNET DATA TRANSMISSION

Internet transmission is currently unavailable. We are working on determining the best, most practical way to allow transmissions without compromising data security. We are investigating encryption methods and will select a method to allow Internet transmissions soon.

# **APPENDIX A**

# **CITY SUBSTITION TABLE**

FOR	USE
Alamo Heights	San Antonio
Albert	Stonewall
Alta Loma	Santa Fe
Alton	Mission
Ames	Liberty
Andice	Georgetown
Arcadia	Santa Fe
Atascocita	Humble
Avoca	Stamford
Balch Springs	Mesquite
Balcones Heights	San Antonio
Barnum	Corrigan
Barrett	Crosby
Bayview	Los Fresnos
Bee House	Evant
Bellmead	Waco
Benbrook	Fort Worth
Best	Big Lake
Beverly Hills	Waco
Black	Friona
Bob Lyons	Galveston
Bon Ami	Kirbyville
Bonanza	Whitney
Booth	Richmond
Boston	New Boston
Brooks AFB	San Antonio
Camp Verde	Center Point
Canyon Lake	New Braunfels
Castle Hills	San Antonio
Chalk	Paducah
Clarksville City	White Oak
Clear Lake Shores	Kemah
Clemville	Bay City
Clodine	Richmond
Cockrell Hill	Dallas
Cone	Ralls
Copper Mountain	Killeen
Creedmoor	Austin
Crystal Beach	Port Bolivar
Cut and Shoot	Conroe

Cypress Hill	Marble Falls
Dermott	Snyder
Dialville	Rusk
Dogwood	Woodville
Dunlay	Hondo
Early	Brownwood
Edom	Brownsboro
El Lago	Seabrook
Eliasville	South Bend
Everman	Fort Worth
Fair Oaks Ranch	Boerne
Fairview	McKinney
Farmers Branch	Dallas
<u> </u>	
	•
•	
Jonestown	Leander
Keechi	Buffalo
	San Antonio
*	
Kent	Van Horn
Kingwood	Humble
Fife Flower Mound Forest Forest Hill Fort Bliss Fort Hood Fort Sam Houston Garden Ridge Glazier Glenn Heights Grangerland Granite Shoals Grey Forest Gun Barrel City Haltom City Harker Heights Heath Highland Village Hill Country Village Hill Country Village Hilltop Lakes Hollywood Park Horizon City Horseshoe Bay Izoro Jacinto City Jersey Village Jonestown Keechi Kelly AFB Kemp Kent	Brady Lewisville Alto Fort Worth El Paso Killeen San Antonio San Antonio Canadian Red Oak Conroe Marble Falls Helotes Mabank Fort Worth Killeen Rockwall Lweisville San Antonio Normangee San Antonio El Paso Marble Falls Copperas Cove Houston Houston Leander Buffalo San Antonio Seven Points Van Horn

Kirby	San Antonio
Kirkland	Childress
Kline	Spring
Lackland AFB	San Antonio
Lago Vista	Leander
Laguna Park	Clifton
Lakehills	Pipe Creek
Lake Kiowa	Gainesville
Lakeway	Austin
Lake Worth	Fort Worth
Laughlin AFB	Del Rio
Leaday	Voss
Leary	Hooks
Leon Valley	San Antonio
Live Oak	San Antonio
Magnolia Springs	Kirbyville
Monroe City	Anahuac
Monte Alto	Edcouch
Mount Selman	Bullard
Mount Sylvan	Lindale
Nassau Bay	Houston
New Diana	Diana
North Port Arthur	Port Arthur
Northfield	Childress
North Richland Hills	Fort Worth
Oakleaf	Red Oak
Olmos Park	San Antonio
Ovilla	Red Oak
Panorama Village	Conroe
Park Row	Katy
Phillips	Borger
Port Acres	Port Arthur
Quintana	Freeport
Rancho Viejo	Olmito
Randolph AFB	Universal City
Redford	Presidio
Reno	Paris
Rio Bravo	Laredo
River Oaks	Fort Worth
Rockland	Colmesneil
Roganville	Kirbyville
Runaway Bay	Decatur
Sachse	Garland
Sagerton	Rule
Saginaw	Fort Worth

Sam Rayburn	Jasper
San Leon	Dickinson
Sargent	Bay City
Segno	Livingston
Selma	Schertz
Seven Points	Kemp
Shavano Park	San Antonio
Shenandoah	Conroe
Sheppard AFB	Witchita Falls
Shoreacres	La Porte
Singleton	Bedias
Sisterdale	Boerne
Slocum	Elkhart
Smithland	Jefferson
Socorro	El Paso
Southlake	Grapevine
Southland	Slaton
Spofford	Quemado
Sunnyvale	Red Oak
Sunrise Beach	Llano
Taylor Lake Village	Seabrook
Terrel Hills	San Antonio
Texon	Big Lake
The Colony	Lewisville
The Grove	Gatesville
The Woodlands	Spring
Trophy Club	Roanoke
Turnertown	Selman City
Turnersville	Gatesville
Twitty	Shamrock
Uhland	Kyle
V A Hospital	Houston
Valle De Oro	Boys Ranch
Vealmoor	Big Spring
Verhalen	Pecos
Vigo Park	Tulia
Warrenton	Round Top
Watauga	Fort Worth
West Lake Hills	Austin
West Orange	Orange
Wetmore	San Antonio
White Settlement	Fort Worth
WilfordHall USAF Hospital	San Antonio
Windcrest	San Antonio
Woodway	Waco

# **APPENDIX B**

# **SANDCRAB Lite 4.0 Change Request**

		/
Name	Title	Date
Reporting Institution	n	
Street Address		
City/State/Zip		
CHECK ONE ONLY:	:	
I am reporting:	A Software Problem	A Software Enhancement
DESCRIPTION OF E	NHANCEMENT OR PROBLE	ΞМ:

Attach an additional sheet if needed, or screen prints if they are useful in describing the enhancement or problem.

Please send or fax to:

Texas Department of Health Texas Cancer Registry – SANDCRAB Lite 1100 West 49<sup>th</sup> Street Austin, Texas 78756 Fax: (512) 458-7681

Phone: (512) 458-7523 -or- 1-800-252-8059